

Office of Diversity and Equity

College to County Mentorship Program

JOB TITLE: Program Communications Specialist

SEASONAL TEMP POSITION: June through September

SALARY: \$24.99 hr. (30 hours per week, Monday – Friday)

LOCATION: Multnomah County Animal Services (1700 W Columbia River Hwy, Troutdale, OR 97060)

Department/Division Description:

Multnomah County Department of Community Services delivers a number of essential services throughout Multnomah County. The divisions delivering these services include Animal Services, Elections, Land Use and Transportation Planning, Bridge Services, Road Services, Business Services and the Office of the Ombudsman. Animal Services protects the health, safety and welfare of pets and people in Multnomah County.

Job Description:

This position will involve a combination of graphic design, document management, multimedia projects and some social media.

Tasks will include implementing a new document management system and cataloging /organizing/updating documents. Some documents may need to be redesigned in InDesign. This position will adapt existing artwork to create new designs for products on our Cafepress store and create brief, simple videos of adoptable animals for the web. Additional duties may include creating Vines and memes for social media.

Knowledge Skills and Abilities required:

- Graphic design
- Adobe Creative Suite (specifically, a high level of proficiency in InDesign and Photoshop, some knowledge of Illustrator)
- Google applications (Docs, Drive, Sites etc)
- Basic skills in Adobe Acrobat Pro, MS Word
- Excellent written communication and grammar skills
- Detail-oriented
- Tech-savvy
- Use of content management systems

- Basic video editing and/or multi-media skills

Nice to have: Basic knowledge of HTML; courses in creative writing, marketing, advertising, and/or business.

Special Requirements:

Please provide a link to an online portfolio of design samples.

Not required, but appreciated: Brief writing samples, especially for the web (social media, blog posts, even well-written Yelp reviews).

Veteran's Preference: Under Oregon law, qualifying veterans may apply for veteran's preference for this recruitment. Review our veteran's preference website for details about eligibility and how to apply.

For veterans qualified for Veteran's Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the next box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form also located at this website: <https://multco.us/diversity-equity/college-county-mentorship-program>

The deadline for submitting online application is March 20, 2015.